



Virginia Department of Corrections

Offender Management and Programs

Operating Procedure 841.4

Restorative Housing Units

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

The content owner reviewed this operating procedure in August 2022 and determined that no changes are needed.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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DEFINITIONS

“At Risk” Inmate - An inmate who meets criteria for being “at risk” for deterioration, self-harm, and/or being a danger to others in a Restorative Housing Unit as determined by a Psychology Associate; see *Mental Health and Wellness Services Screening 730_F12*.

Centralized Restorative Housing Unit - A housing unit at a designated institution for eligible inmates who cannot return to the general population at their current institution, refuse to participate in their management path, or who are expected to require maximum security management in excess of 30 days.

Discharge - The release of an inmate or probationer/parolee from a facility due to satisfying the requirements for release from that facility; discharge may be due to parole, good time release, pardon, court order, completion of Community Corrections Alternative Program or other reasons. Discharge may be to the community with or without probation/parole/post-release obligations or discharge may be to law enforcement authorities for other legal obligations or deportation.

General Detention - Special purpose bed assignments, utilized under proper administrative process, for the immediate secure confinement of inmates pending review for an appropriate assignment

Health Care Staff – Licensed/certified workers who typically provide direct patient care, including RN, LPN, CHA, PA-C, Nurse Practitioner, Certified Nursing Assistant, Dental Hygienist, Dental Assistant, Lab Technician, Psychology Associate, and X-Ray Technician.

Health Trained Staff - A DOC employee, generally a Corrections Officer, who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency.

High Risk Sexual Victim (HRSV) - As identified by the *Classification Assessment* and Psychology Associate assessment, any inmate/probationer/parolee confirmed as a sexual victim or identified as being at high risk of being sexually victimized.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Institution - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

Institutional Classification Authority (ICA) - The facility staff person designated to conduct inmate case review hearings; hearings related to restorative housing status reviews are formal due process hearings and are generally conducted by a Multi-Disciplinary Team.

Management Path - The Restorative Housing Unit level to which the inmate is assigned and the remaining steps for the inmate to enter full privilege general population

Medical Practitioner - A physician, nurse practitioner, or physician’s assistant.

Mental Health Residential Treatment Unit - A designated treatment unit where mental health and wellness services are provided to inmates who are unable to function in a general population setting due to mental disorder but who typically do not meet the criteria for admission to an Acute Care Unit.

Multi-Disciplinary Team (MDT) - MDT members are responsible to review individual inmates related to restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

Protective Custody Unit - A special purpose general population housing unit designated by the Director for inmates classified as requiring separation from other inmates as a result of their personal security needs; inmates requesting and requiring assignment to a Protective Custody Unit may be managed in general detention and restorative housing, as appropriate, pending assignment and transfer.

Psychology Associate - An individual with at least a Master’s degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include a Psychiatric Provider, Social Worker, or Registered Nurse.



Restorative Housing Unit - A general term for special purpose bed assignments including general detention, restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

- **Restorative Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of inmates.
- **RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2)** - General population bed assignments operated with increased privileges above restorative housing but more control than full privilege general population.

Secure Diversionary Treatment Program (SDTP) - A residential programming unit with bed assignments designated for eligible inmates who are classified as Seriously Mentally Ill (SMI), and who meet the criteria for program admission. The SDTP is a formalized program that operates within structured security regulations and procedures, and provides for programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans.

Serious Mental Illness (SMI) - Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified mental health clinician.

Psychological - *as relating to the mental and emotional state of an individual.*

Cognitive - *as relating to cognitive or intellectual abilities.*

Behavioral - *as relating to actions or reactions in response to external or internal stimuli that is observable and measurable.*

Shared Allied Management (SAM) Unit - A residential programming unit operated at designated institutions to deliver intensive services in a safe environment to specific inmate populations that typically require a high level of services from security, mental health, and/or medical staff.

Steps to Achieve Reintegration (STAR) Program - A program operated at designated institutions for inmates, who motivated by unspecified fear, refuse to leave restorative housing and enter general population

Working Day - Weekdays, Monday through Friday, except official state holidays

PURPOSE

This operating procedure provides for the assignment of inmates housed in Department of Corrections (DOC) institutions to Restorative Housing Units, and establishes the minimum standards for the operation of these units and for the care and custody of the inmates assigned.

PROCEDURE

I. Restorative Housing Units

- A. This operating procedure provides inmates incarcerated in DOC institutions with information on the operation of Restorative Housing Units at Security Level 2 through Security Level 5 institutions and for the supervision of inmates under general detention, Restorative Housing (RHU), and Step-down statuses (SD-1 and SD-2). See Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted), for security considerations relating to Restorative Housing Units. (5-ACI-4A-04, 5-ACI-4B-03)
- B. Security Level W institutions, Security Level 1 institutions, and Deerfield Correctional Center do not operate Restorative Housing Units.
 - 1. When warranted, inmates will be expeditiously transferred to the designated parent/host institution for placement on general detention in the Restorative Housing Unit.
 - 2. Detention in restraints or holding cells is authorized pending transfer of the inmate.
- C. Restorative Housing Units at institutions that house Security Levels 5, 6 and S inmates will operate in accordance with this operating procedure for Security Level 5 inmates and the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restorative Housing Reduction Step Down Program*, for Security Level 6 and S inmates.
- D. For institutions designated for multiple security level inmates, the Restorative Housing Unit will operate in accordance with Attachment 1, *Restorative Housing Operating Level Designation*.

II. Restorative Housing Unit Mission

- A. Restorative Housing Units provide for personal protection and custodial management measures, exercised by the institution for the welfare of the inmate, the institution, or both and will not be used as punishment.
- B. General detention will be utilized for the immediate secure confinement of an inmate only when their presence in the general population or a step-down status poses a direct threat to the inmate (to include when an inmate requires personal protection and no reasonable alternative is available), other inmates, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of a Restorative Housing Unit are to: (5-ACI-4B-02)
 - 1. Manage inmates in a safe and secure manner
 - 2. Provide a consistent, systems approach to the operation of Restorative Housing Units in all institutions to maximize positive outcomes in inmate adjustment
 - 3. Provide opportunities for inmates to increase their likelihood for success in a full privilege general population
- C. An inmate moved from general population into a Restorative Housing Unit must be initially assigned to General detention, which is authorized by the Shift Commander or above for the immediate secure confinement of an inmate pending review for an appropriate assignment. (5-ACI-4B-02)
- D. Assignment to any other restorative housing status requires a formal due process hearing held by the Multi-Disciplinary Team (MDT), and must be approved by the Facility Unit Head or designee in accordance with Operating Procedure 830.1, *Institution Classification Management*.
- E. The MDT conducts ICA hearings related to Restorative Housing Units and is responsible to review



individual inmates and make recommendations concerning the management paths as well as security level, good time class, transfer, etc.

III. Restorative Housing Unit Assignment Process

- A. Only the Shift Commander or a higher authority may authorize an inmate's placement in a Restorative Housing Unit.
 - 1. Institutional staff, such as but not limited to Corrections Officer, Investigator, Psychology Associate, or Health Authority may refer an inmate for general detention.
 - 2. The Shift Commander will meet with the referring staff member and the inmate, and will either place the inmate on general detention in the Restorative Housing Unit or return the inmate to general population.
- B. When an inmate requests protective custody and the need for protective custody is documented and no alternative exists, the Shift Commander will authorize the inmate's assignment to general detention in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*, and Operating Procedure 830.6, *Offender Keep Separate Management*. (5-ACI-4A-05)
 - 1. When mental health or medical staff determines that an inmate must be assigned to a safety cell, medical cell, or other appropriate location in order to protect the inmate, other inmates, institutional staff, or the safe, secure operation of the institution, the staff member will notify the Shift Commander.
 - 2. Inmates identified as High Risk Sexual Victims (HRSV) or inmates alleged to have suffered sexual abuse or sexual harassment will not be placed in the Restorative Housing Unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate in consultation with the Shift Commander and Regional PREA Analyst that there are no available alternative means of separation from likely abusers.

IV. Restorative Housing Unit Assignment Mental Health and Medical Reviews

- A. Inmates will be screened by a Psychology Associate before their placement or within one working day after placement in general detention so that any "at risk" inmates may be identified and monitored in accordance with Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*. At facilities with no Psychology Associate, health care personnel or health trained staff should screen the inmate to identify if there is any indication the inmate may be "at risk". (5-ACI-4B-10)
- B. Health care personnel will be informed immediately when an inmate is transferred from general population to general detention in order to provide assessment per protocols established by the Health Authority. This assessment will determine the impact that restorative housing may have on medical conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions. (5-ACI-4A-01, 5-ACI-4B-28)

V. Initial Assignment to General Detention - Inmate Classification Process

- A. The Facility Unit Head or other Administrative Duty Officer must review the inmate's placement in restorative housing on general detention within 24 hours and will either approve the placement or order the inmate returned to their previous status when general detention is not warranted. (5-ACI-4B-02)
- B. Within three working days of an inmate's initial placement on general detention, the MDT will review all available, relevant information and conduct a formal ICA hearing to determine if the inmate can return to the previous housing status (general population or step-down) or if the inmate will remain in the Restorative Housing Unit and assign to RHU or other appropriate internal status in restorative housing.
- C. Within 10 working days (15 working days for investigative status) of an inmate's initial placement on general detention, the MDT will conduct a formal ICA hearing to determine the following:
 - 1. Security Level 2 institutions



- a. The MDT will evaluate the inmate and determine if the inmate will be released to general population at their current institutional assignment.
 - b. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.
 - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restorative Housing Unit.
2. Security Level 3 and above institutions (5-ACI-4B-31)
- a. The MDT will determine if the inmate will be released to general population at their current institutional assignment.
 - b. Inmates who will remain in the Restorative Housing Unit at their current institution will be provided a management path (RHU, SD-1, SD-2) that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
 - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days (not achieve assignment to a step-down level or full privilege general population) should be recommended for transfer to the Centralized Restorative Housing Unit.
 - d. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution, based on the severity of behaviors, should be recommended for transfer to an appropriate institution.
 - e. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
- D. SMI inmates must be reviewed within 10 working days after their initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following: (5-ACI-4B-30)
1. If the inmate will be released to general population or placed in SD-1 or SD-2 within 28 days of their initial placement on general detention at their current institution
 2. SMI inmates who will not be released to general population or placed in SD-1 or SD-2 within 28 days must be reviewed to determine appropriate placement from the options below:
 - a. Referral to Marion Correctional Treatment Center's (MCTC) Acute Care Unit if the inmate meets the legal commitment criteria; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
 - b. Referral to a Mental Health Residential Treatment Unit or other Mental Health Unit when the inmate does not meet the criteria for commitment to an Acute Care Unit but is unable to function in a general population; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
 - c. Referral to a *Secure Diversionary Treatment Program* if the inmate frequently engages in assaultive, disruptive, and/or unmanageable behaviors; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 - d. Specialized placement in a *Secured Allied Management Unit (SAM)*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 3. SMI inmates must be moved out of RHU status within 28 days of the inmate's initial placement on general detention unless a *Serious Mental Illness (SMI) 28 Day Exemption Request* been granted; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted).
 4. On the same day that the MDT holds the formal ICA hearing to evaluate a SMI inmate, a member of

the MDT must notify the Special Program Manager for Diversionary Housing. This notification will be submitted by email to the DOCSMI mailbox at docsmi@vadoc.virginia.gov and must include the following:

- a. Inmate Name and Number
 - b. Date Assigned to General Detention
 - c. Proposed pathway out of the Restorative Housing Unit
 - d. Any supporting documentation
- E. Pregnant inmates and inmates under the age of 18 must be reviewed within 10 working days after the initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following: (5-ACI-4B-32, 5-ACI-4B-33)
1. If the inmate will be released to their previous housing assignment in general population or placed in SD-1 or SD-2 at their current institution within 28 days of the initial placement on general detention.
 2. If the inmate poses a risk to the safe, secure, and orderly operation of the institution and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days. The MDT will review the inmate to determine appropriate alternate housing.
 3. If the inmate is a pregnant inmate or an inmate under the age of 18 who is also SMI and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days. The MDT will consult with the Psychology Associate Senior at CCS to determine appropriate alternate housing. (5-ACI-4B-30)
- F. Inmates in a Restorative Housing Unit who refuse assignment to general population due to an unspecified fear and not for a specific fear or threat, violent or aggressive behavior, or legitimate protective custody needs should be reviewed for transfer to the *Steps to Achieve Reintegration (STAR) Program*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- G. Inmates in a Restorative Housing Unit who require separation from other inmates because of their personal security needs should be reviewed for transfer to a Protective Custody Unit; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- H. Security Level S inmates who have been assigned to a Restorative Housing Unit in excess of 90 consecutive days (SM-Special Management) or 180 consecutive days (IM-Intensive Management), due to temporary transfer for medical, court, etc., must be provided adequate exercise, program services, and privileges in accordance with the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restorative Housing Reduction Step-Down Program*.

VI. Inmate Management Path Development

- A. Inmates at Security Level 2 institutions are not provided a management path. Inmates will be required to participate in journaling and/or other program assignments as deemed appropriate by the MDT.
- B. Inmates at Security Level 3 and above institutions who will remain in the Restorative Housing Unit at their current institutional assignment will be evaluated and provided a management path that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population. (5-ACI-4B-31)
1. Restorative Housing (RHU) - To be used for inmates that must be managed under maximum security conditions.
 2. Step-down 1 (SD-1) - To be used for inmates whose behavior does not rise to the level of RHU or whose behavior has improved since assignment to RHU to include completion of required programmatic goals.



3. Step-down 2 (SD-2) - To be used for inmates who have been identified as needing a more structured living environment than in general population but do not need the level of control provided in RHU or SD-1 and/or inmates whose behavior has improved since assignment to RHU or SD-1 to include completion of required programmatic goals.
- C. MDT members will evaluate the inmate and develop the inmate's management path (RHU, SD-1, SD-2) within 10 working days (15 working days for investigative status) in accordance with this operating procedure.
1. Evaluation tools and program components include but are not limited to the following: (5-ACI-4B-31)
 - a. Review of COMPAS findings
 - b. Case Plan review and development
 - c. History of behavior
 - d. Risk/Needs assessment
 - e. Assessment of:
 - i. Disciplinary Violation Goals - Reduce or eliminate disciplinary violations
 - ii. Mental Health Goals - Medication compliant, number of office visits per month, etc.
 - iii. Responsible Behavior Goals - Personal hygiene, standing for count, cell compliance, deportment; satisfactory rapport with staff and inmates with compliance documented on the *Responsible Behavior Goals Progress Report 841_F22*
 - iv. Journaling and/or program assignments relevant to inmate needs and goals
 2. Once the inmate's management path is approved, staff must update the inmate's Case Plan in VACORIS.
 3. Inmates who refuse to participate in the requirements of their designated management path will be subject to disciplinary action; see Operating Procedure 861.1, *Offender Discipline, Institutions*.
 - a. Inmates at Security Level 2 institutions, who refuse to participate in journaling and/or other program assignments, and inmates at Security Level 3 institutions will be given a warning for their first refusal.
 - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 200, *Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed*.
 - ii. Upon conviction of Offense Code 200, the MDT will review the inmate for transfer to the Centralized Restorative Housing Unit.
 - b. Inmates who refuse to participate in the requirements of their designated management path in the Centralized Restorative Housing Unit will be given a warning for the first refusal.
 - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment*.
 - ii. Upon conviction of Offense Code 119f, the MDT will review the inmate for transfer to a higher security level institution.
 - c. Inmates who refuse to participate at Security Level 4 and above institutions will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment* and managed in the Restorative Housing Unit at their current location.
 - d. After the first refusal and warning, the inmate must be given the opportunity to comply. The inmate cannot be charged with a disciplinary offense until the next seven day *Restorative Housing Status Review*.
 - e. Upon conviction for refusal to participate, staff should review the inmate for a reduction to Good Time Class IV; see Operating Procedure 830.3, *Good Time Awards*.
 - f. The inmate can only be charged once during a continued period of refusal.

VII. Centralized Restorative Housing Unit Transfers

- A. Each institutional recommendation for an inmate's transfer to the Centralized Restorative Housing Unit requires a formal ICA Hearing conducted by the MDT and submitted via VACORIS; see Operating Procedure 830.1, *Institution Classification Management*.
 - 1. The MDT must submit their justification for assignment to the Centralized Restorative Housing Unit with their recommendation for transfer.
 - 2. Each transfer recommendation to a Centralized Restorative Housing Unit will be reviewed by the appropriate authorities to determine if the transfer is warranted.
- B. Security Level 4 and above institutions will not transfer inmates to the Centralized Restorative Housing Unit, inmates who require maximum security management in excess of 30 days will be managed in the Restorative Housing Unit at their current location.
- C. MDT recommendations for transfer to locations other than to the Centralized Restorative Housing Unit will be made through the normal processes appropriate to the type of transfer; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.

VIII. Restorative Housing Unit Status Reviews

- A. Every seven days of an inmate's first 60 days on RHU status and every 30 days thereafter, the MDT will perform a *Restorative Housing Status Review* of all the inmates assigned to RHU to monitor the appropriateness of the inmate's status. If a formal review of the inmate's status is warranted, the inmate will be served an *Institution Classification Authority Hearing Notification*; see Operating Procedure 830.1, *Institution Classification Management*. (5-ACI-4A-07, 5-ACI-4B-08)
- B. The MDT will formally review an inmate's status at least once every 30 days while the inmate is assigned to the Restorative Housing Unit. (5-ACI-4A-08, 5-ACI-4B-09, 5-ACI-4B-31)
 - 1. The MDT will conduct a formal due process hearing to review the inmate's adjustment and behavior; see Operating Procedure 830.1, *Institution Classification Management*.
 - a. The MDT will evaluate the inmate and determine whether to recommend that the inmate continue in their current Restorative Housing Unit status for a subsequent period of up to 30 days or be assigned to another status.
 - b. The MDT should base its recommendation on the reason for the assignment, the inmate's behavior, and any progress made by the inmate on their management path and treatment objectives.
 - 2. When the MDT determines that an inmate's behavior or circumstances no longer warrant their current Restorative Housing Unit status, a recommendation for the inmate's reclassification to a different status or release to full privilege general population should be made.
 - 3. Inmates transferred for placement in the Centralized Restorative Housing Unit who complete SD-2 will be reviewed by the MDT to determine if the inmate will be released to the full privilege general population at that institution or transferred to general population at another Security Level 3 institution.
 - 4. The MDT should determine whether the inmate poses an unacceptable risk to them self to include personal protection and keep separates in the general population, or is a threat to other inmates, institutional staff, or the safe, secure operation of the institution.
 - a. Inmates in the Restorative Housing Unit pending approval for and transfer to a Protective Custody Unit or to the *Steps to Achieve Reintegration (STAR) Program* may be managed in the Restorative Housing Unit on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head or designee.
 - b. Inmates under investigation by the Special Investigations Unit (SIU), who cannot return to general population and must remain in the Restorative Housing Unit, may be managed on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head.

- c. The MDT may recommend a transfer to another institution when return to the full privilege general population at the institution is not appropriate.
- C. The MDT may conduct ICA hearings at the institution's discretion, any time a significant change in circumstances or the inmate's behavior warrants a review; see Operating Procedure 830.1, *Institution Classification Management*.
- D. Inmates assigned to a Restorative Housing Unit in excess of 30 days should not be discharged directly to the community. (5-ACI-4B-29)
 - 1. The MDT, no less than 30 days prior to the inmate's discharge date, will conduct a formal due process hearing to review the inmate's status and determine if the inmate can return to general population or if the inmate must be discharged from the Restorative Housing Unit.
 - 2. If the inmate will be discharged from the Restorative Housing Unit, the MDT must document their justification on the *Institutional Classification Authority Hearing Notification* for review and approval by the Regional Operations Chief or Regional Administrator.
 - 3. In addition to the release requirements mandated for all inmates in Operating Procedure 050.3, *Facility Release of Offenders*, Operating Procedure 720.3, *Health Maintenance Program*, and Operating Procedure 820.2, *Inmate Re-Entry Planning*, the following steps at a minimum must be taken:
 - a. Development of a release plan that is tailored to specific needs of the inmate
 - b. Notification of release to the supervising P&P Office who will contact state and local law enforcement
 - c. Notification to releasing inmate of applicable community resources
 - d. Notification to Victim through Victim Services, if applicable
- E. Temporary Suspension of Time Frames
 - 1. In the event of a widespread institutional disruption, natural disaster, or other unusual occurrence that requires emergency action, the Facility Unit Head may temporarily suspend any or all portions of this operating procedure.
 - 2. Inmates involved in the emergency may be detained without being served an *Institutional Classification Authority Hearing Notification* or conducting an ICA Hearing throughout the course of the emergency.
 - 3. Upon restoration of institutional order, all detained inmates will be subject to ICA and other reviews in accordance with this operating procedure.

IX. Security, Movement, and Control of Contraband

- A. A Corrections Officer must check each inmate in general detention or on RHU status twice per hour, no more than 40 minutes apart, on an irregular schedule. (5-ACI-4A-11)
 - 1. Corrections Officers should check inmates on SD-1 or SD-2 statuses on a similar schedule.
 - 2. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior will receive more frequent observation
 - 3. Suicidal inmates are under continuous observation; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*
 - 4. In addition to supervision provided by the unit's Corrections Officers, the Shift Commander or higher authority will visit the Restorative Housing Unit daily. (5-ACI-4A-12, 5-ACI-4B-12)
- B. On days that showers and/or outside exercise are scheduled at the institution, a Security Supervisor will blow their whistle and make an announcement, at the beginning of their round, to alert inmates to their presence and to determine which inmates want to participate in showers and/or outside exercise .
- C. Corrections Officers must strip search each inmate assigned to the Restorative Housing Unit before the



inmate exits their cell.

1. Each inmate on general detention or RHU status will be placed in restraints and escorted by two certified Corrections Officers whenever outside a secure area, such as a cell, shower, or exercise module. (5-ACI-4B-31)
 2. Restraints and escort requirements for inmate movement are based on Security Level and status; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted):
 3. A Corrections Officer will frisk search all Restorative Housing Unit inmates immediately after the inmate is removed from their cell or other secure area.
 4. A Corrections Officer will frisk search each inmate prior to returning the inmate to their Restorative Housing Unit cell.
 5. A Corrections Officer must search all items entering the Restorative Housing Unit to detect and eliminate contraband.
- D. Only one inmate at a time may be out of a secure area in the Restorative Housing Unit unless both inmates are restrained and with separate security escorts.
1. With approval of the Facility Unit Head, an exception may be made for inmates participating in small group programs (SD-2 - maximum ten inmates) within the Restorative Housing Unit. (5-ACI-4B-31)
 2. Protective custody inmates must be separated from known keep separates. Such inmates must be housed in separate cells and have no direct contact unless both inmates are in restraints and with separate security escorts.
- E. A Corrections Officer must inspect each Restorative Housing Unit cell whenever the inmate is removed from the cell.
1. This inspection is a general review of sanitation conditions and a scan for contraband.
 2. One Corrections Officer may conduct the cell inspection and the inmate need not be present..
 3. A Corrections Officer must conduct and document that a thorough search and inspection of the Restorative Housing Unit cell was completed each time an inmate is moved out of a cell, before another inmate is moved into the cell.
- F. Inmates from other general population housing units may provide housekeeping and other services in the Restorative Housing Unit.
1. If allowed to do so, each inmate worker must be specifically authorized by the Chief of Security.
 2. The inmate will be searched (strip search for Security Level 3 and higher) upon entrance and exit, and must remain under direct supervision of a staff member at all times.
 3. No inmate worker will be allowed physical contact with a Restorative Housing Unit inmate except as required for services rendered, i.e. barber.
- G. All housing areas in the Restorative Housing Unit, to include cells that house inmates identified as potentially suicidal, must have readily accessible equipment and supplies necessary in the event of an emergency.
- H. When an in-person assessment or examination of an inmate in general detention or on RHU status by a Psychology Associate or other health care professional is conducted in the cell, the inmate will be restrained and instructed to sit on their bunk.
- X. Mental Health and Medical Reviews and Care
- A. No inmate will be denied necessary or proper medical, dental, and or mental health care while assigned to a Restorative Housing Unit.
1. Any inmate with identified mental health problems who is placed in general detention or is on RHU



status will be monitored per Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.

2. Medical services will be provided in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*.
 3. Dental staff will determine the need to provide dental care while the inmate is in a Restorative Housing Unit. Inmates should request dental services if needed.
 4. Prescribed medications will be provided in accordance with Operating Procedure 720.5, *Pharmacy Services*. (5-ACI-4A-15, 5-ACI-4B-14)
- B. "At risk" inmates should receive a physical screening i.e., weight and vital signs taken and recorded and checked for symptoms of possible side-effects to prescribed medications by appropriate health care staff no less than once every 14 days.
- C. Unless medical attention is needed more frequently, each inmate in general detention or on RHU status will receive a daily visit from appropriate health care staff to ensure that inmates have access to the health care system; not required for institutions that do not have health care staff on duty on weekends. (5-ACI-4A-01, 5-ACI-4A-12, 5-ACI-4B-12, 5-ACI-4B-28)
1. The presence of health care staff in the Restorative Housing Unit is announced and recorded.
 2. Health care requests, health care staff visits, and medications administered or refused will be recorded.
 3. Medical Practitioner visits to the Restorative Housing Unit are not required, inmates will submit a request to be seen by the Medical Practitioner through the established sick call process.
- D. Unless mental health attention is needed more frequently, each inmate on RHU status will receive a weekly visit from a Psychology Associate; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*. (5-ACI-4B-26, 5-ACI-4B-28, 5-ACI-4B-30)
1. The presence of a Psychology Associate in the Restorative Housing Unit is announced and recorded.
 2. A Psychology Associate will personally interview any inmate remaining on RHU status for more than seven days.
 3. If confinement continues beyond seven days, a Psychology Associate will conduct a mental health screening every seven days thereafter or more frequently if clinically indicated. (5-ACI-4A-10, 5-ACI-4B-10)

XI. General Requirements for Restorative Housing Units

- A. On initial assignment to a Restorative Housing Unit, inmates should receive orientation (written preferred but not required) on the available services and how to access them.
1. Inmates will have access to programs, privileges, education, and work opportunities to the extent possible while ensuring the inmate's safety.
 2. Inmates will receive laundry, barbering, and hair care services and are issued and afforded the opportunity to exchange clothing, bedding, and linen on the same basis as inmates in the general population.
- B. Restorative Housing Units provide living conditions that approximate those of the inmate general population; all exceptions are clearly documented in this operating procedure. (5-ACI-4A-02, 5-ACI-4B-04)
1. Cell Conditions
 - a. Restorative housing cells/rooms permit assigned inmates to converse with and be observed by staff. (5-ACI-4A-02, 5-ACI-4B-04)
 - b. Space is available inside the Restorative Housing Unit or external to the unit for treatment staff consultation with inmates. (5-ACI-4B-04)

- c. Restorative Housing Unit cells/rooms should be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.
 - d. Except in emergencies, the number of inmates confined to each cell/room should not exceed the number for which it is designed, usually one inmate per cell.
 - i. With the approval of the Facility Unit Head, in cells with proper equipment, suitable inmates in SD-2 may be double bunked if the inmates are screened in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted).
 - ii. If an emergency creates excess occupancy in the Restorative Housing Unit, the Facility Unit Head, or designee, should provide temporary written approval to exceed design capacity, and alleviate the situation as promptly as possible by providing other housing for the inmates so confined.
2. Correspondence
- a. Inmates are generally subject to the same mail regulations and privileges, including sending and receiving legal correspondence, as inmates assigned to general population; see Operating Procedure 803.1, *Inmate and Probationer/Parolee Correspondence*. (5-ACI-4A-20, 5-ACI-4B-20)
 - b. Secure messaging is a privilege, inmates assigned to general detention and RHU status are not provided access to the kiosk in order to retrieve or send their secure messages.
 - c. Inmates assigned to SD-1 and SD-2 will not have access to kiosks but may access their secure messages through the following process: (5-ACI-4B-31)
 - i. When requested by the inmate, all incoming messages will be printed by mailroom staff and delivered to the inmate through the institutional mail.
 - ii. If a pre-paid stamp is purchased by the sender, the pre-paid stamp will remain on the inmate's account for use once the inmate is released to a housing unit with kiosk access.
 - iii. The inmate may hand write a return letter and forward their response to the mailroom through the institutional mail for processing and delivery through the US Postal Service in the same manner as all other outgoing inmate correspondence.
 - d. Inmates in the Restorative Housing Unit will not receive the contents of their packages unless approved by the Facility Unit Head. Disapproved items may be stored if approved for general population, returned to the sender at the expense of the inmate or the sender, or disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
3. Food
- a. Inmates assigned to a Restorative Housing Unit will receive the same number and type of meals served the general population.
 - b. Food will not be used as a disciplinary measure. Punitive diets i.e., bread and water for inmates are prohibited. (5-ACI-5C-08)
 - c. On initial placement in a Restorative Housing Unit, the inmate, if not on Common Fare or the Sealed Religious Diet, will designate if they want to receive regular or alternate entrée food trays.
 - i. The Restorative Housing Unit Supervisor must allow the inmate the opportunity to change their choice of tray type every 90 days that they remain in a Restorative Housing Unit.
 - ii. An inmate approved for Common Fare or the Sealed Religious Diet will be provided Common Fare and Sealed Religious Diet meals while in the Restorative Housing Unit, if available at that institution.
 - d. Whenever the inmate refuses to eat, the refusal should be documented on the *Individual Inmate Log*, *Special Watch Log* or in the Restorative Housing Unit logbook if the inmate is not on an individual log.
 - e. Inmates who refuse to eat will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted), and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
 - f. Inmates who abuse the trays or food products served to them will be managed in accordance with

Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted).

4. Legal Access

- a. Inmates are not prohibited from conducting litigation on their own behalf. (5-ACI-4A-22, 5-ACI-4B-22)
 - i. Inmates will be afforded access to institutional legal services to include the Facility Court Appointed Attorney and to Law Library materials; see Operating Procedure 866.3, *Offender Legal Access*.
 - ii. During orientation, inmates will be provided institution specific information on how to access legal services.
- b. Attorney visits will occur during normal working hours of the institution unless otherwise approved by the Facility Unit Head or designee; see Operating Procedure 851.1, *Visiting Privileges*.
- c. Legal calls will be conducted through the inmate telephone system; see Operating Procedure 866.3, *Offender Legal Access*.

5. Telephone (5-ACI-4A-25, 5-ACI-4B-25)

- a. Inmates are permitted to place telephone calls in accordance with Operating Procedure 803.3, *Offender Telephone Service*. (5-ACI-4B-31)
 - i. General detention/RHU will be allowed two calls per month
 - ii. SD-1 will be allowed four calls per month
 - iii. SD-2 will be allowed six calls per month
- b. During orientation, inmates should be provided institution specific information on how to access telephone services including legal and emergency calls.

6. Visitation

- a. Inmates will have opportunities for visitation unless there are substantial reasons for withholding such privileges. (5-ACI-4A-21, 5-ACI-4B-21)
- b. The Facility Unit Head determines the visitation schedule, as permitted by available staff and institution resources, for inmates in a Restorative Housing Unit.
 - i. Inmates should be provided a maximum of one visit per week for one hour with no more than five persons.
 - ii. Some facilities may set a lower limit on the number of visitors due to space limitations.
 - iii. Visitation will be non-contact unless approved by the Facility Unit Head.

- C. All inmates assigned to a Restorative Housing Unit will be provided clothing that is not degrading, and will have access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item, use it as a weapon or instrument of escape, or induce self-injury. (5-ACI-4A-15, 5-ACI-4B-15)

1. Clothing and Bedding

- a. Upon arrival in a Restorative Housing Unit, inmates will be strip searched and should dress in state issue clothing
- b. The inmate's personal clothing will be removed, and the inmate will be furnished appropriate clothing and bedding; see Operating Procedure 802.1, *Offender Property*.
 - i. At least three times per week, clean state issue clothing will be immediately available when dirty clothes are taken off to be laundered.
 - ii. A clean washcloth and towel will be issued on a one-for-one exchange basis at shower time or included in the weekly linen exchange.
 - iii. Linens will be exchanged weekly.
- c. At the discretion of the Facility Unit Head, inmates may be issued the required amount of state clothing, wash clothes, towels, and linens on a weekly basis; the inmate must receive three complete sets of clean clothing, a clean towel, washcloth, and linen at least once per week.

- d. Blankets will be exchanged as needed per the institution's schedule.

2. Personal Property

- a. A Corrections Officer and the inmate, or two Corrections Officers in the inmate's absence, will inventory all personal property items when an inmate is placed in the Restorative Housing Unit; see Operating Procedure 802.1, *Offender Property*.
 - i. Inmates will be issued only those items specified on the appropriate *Authorized Personal Property Matrix* while assigned to the Restorative Housing Unit.
 - ii. In addition to those property items allowed on the *Authorized Personal Property Matrix*, inmates assigned to SD-2, will be permitted to purchase consumable food items sold through the institution's commissary. (5-ACI-4B-31)
 - iii. Other personal property items that are not issued to the inmate, but are allowed at the inmate's security level and current institution will be placed in storage.
- b. The inmate will be given a copy of their property inventory and must sign for all property issued to them while assigned to the Restorative Housing Unit.
- c. The inmate may request in writing any authorized personal property that was stored and not initially issued to the inmate i.e., hygiene items to replace items that have been consumed. All property taken from the inmate's property in storage and delivered to the inmate will be documented on the initial inventory that was completed when the inmate was initially placed in the Restorative Housing Unit.
- d. Inmates in a Restorative Housing Unit will not be allowed to purchase any property that is not specifically authorized for possession on the appropriate *Authorized Personal Property Matrix*.
 - i. Any pre-approved item of personal property received that is not specifically authorized for inmate possession in the Restorative Housing Unit, will be held in Personal Property and will not be issued to the inmate.
 - ii. The inmate will be notified of the receipt of property items by Personal Property staff using the *Personal Property Request - Add/Drop 802_F1*.
 - iii. Inmates will not be allowed to view, try-on, or examine this property while assigned to the Restorative Housing Unit.
- e. When an inmate is discharged from a Restorative Housing Unit, the Restorative Housing Unit Supervisor will be notified and will have the inmate's property ready to be issued to the inmate upon their release. The inmate must sign for the property.

3. Personal Hygiene

- a. Inmates are permitted to shower and shave not less than three times each week and have the opportunity to sponge bathe whenever they choose. (5-ACI-4A-16, 5-ACI-4B-16)
 - i. Inmates will be moved directly to and from the showers.
 - ii. Inmates are allowed to take only the minimum items needed.
- b. Inmates are allowed to possess a reasonable quantity of personal hygiene items as determined by the Facility Unit Head consistent with the security needs of the institution.
 - i. If the inmate does not have basic personal hygiene items and is indigent, the institution should furnish them.
 - ii. The institution should provide security toothbrushes. Personal toothbrushes are generally not allowed since they may be used as weapons.
 - iii. No oils or lotions should be allowed, except prayer oil.
- c. Inmates should be provided razors by the institution.
 - i. Barbering services will be available on a regular basis.
 - ii. Personal razors should not be allowed.
 - iii. If the institution provides electric razors, they should be cordless with removable cutting heads. Cutting heads and screen covers should be sanitized after each use by soaking in a solution of suitable disinfectant in accordance with manufacturer's instructions.

- D. Within the resources available to the institution, unless security or safety considerations dictate otherwise, inmates in Restorative Housing Units have access to meaningful programs such as Interactive Journals and group elective options, educational services, commissary services, library services, social services, treatment services, religious guidance, and exercise programs. (5-ACI-4A-27, 5-ACI-4B-26)
1. Interactive Journals and Group Electives
 - a. Inmates with complete one hour of Interactive Journaling with group facilitation twice per week.
 - b. Daily group elective options are provided during non-programming days.
 2. Commissary
 - a. Commissary orders will be taken at least three times per month on scheduled days.
 - b. Inmates are allowed a \$40.00 spend limit per month. SD-2 inmates are allowed an additional \$10.00 per month of consumable items. (5-ACI-4B-31)
 - c. Glass, metal, and other hazardous containers or products may be restricted if determined by the institution to pose a risk to security.
 - d. Security writing instruments should be provided by the institution. Inmates assigned to a Restorative Housing Unit in excess of 30 days may be required to purchase personal security writing instruments after the initial issue.
 - e. A list of approved commissary items for inmates should be available in the Restorative Housing Unit.
 3. Educational and Library Book Services (5-ACI-4A-23, 5-ACI-4B-23)
 - a. Inmates will have access to library books for personal use.
 - b. Inmates will have access to educational services as determined by the institution Principal.
 4. Counseling Services (5-ACI-4A-12, 5-ACI-4B-12)
 - a. During orientation, inmates will be provided institution specific information on how to access counseling services and program staff upon request and for emergencies.
 - b. At a minimum, each inmate on RHU status will receive a weekly visit from treatment staff.
 5. Religious Guidance
 - a. Inmates are afforded access to religious guidance.
 - b. During orientation, inmates will be provided institution specific information on how to access the Chaplain or other available religious services.
 - c. Visits from spiritual leaders may be requested in accordance with Operating Procedure 851.1, *Visiting Privileges*.
 6. Out of Cell Activity (5-ACI-4A-24, 5-ACI-4B-24, 5-ACI-4B-31)
 - a. All inmates will be provided the opportunity to participate in a minimum of four hours out of cell activity consisting of showers, outdoor exercise, visitation, interactive journaling, programming, and other group elective options, seven days a week.
 - b. During periods of total institutional lockdown, out of cell exercise may be suspended for Restorative Housing Units.
- E. Exceptions to normally provided living conditions, activities, and services are permitted only when found necessary by the Shift Commander; exceptions must be documented in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (5-ACI-4A-24, 5-ACI-4B-16, 5-ACI-4B-24)
1. If access to activities and services is more restrictive for inmates identified as HRSV or who have alleged to have suffered sexual abuse or sexual harassment than for others in their housing status, staff will document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations.

REFERENCES

Operating Procedure 050.3, *Facility Release of Offenders*
Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted)
Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted)
Operating Procedure 720.1, *Access to Health Services*
Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
Operating Procedure 720.3, *Health Maintenance Program*
Operating Procedure 720.5, *Pharmacy Services*
Operating Procedure 730.3, *Mental Health Services: Levels of Service*
Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*
Operating Procedure 802.1, *Offender Property*
Operating Procedure 803.1, *Inmate and Probationer/Parolee Correspondence*
Operating Procedure 803.3, *Offender Telephone Service*
Operating Procedure 820.2, *Inmate Re-Entry Planning*
Operating Procedure 830.1, *Institution Classification Management*
Operating Procedure 830.3, *Good Time Awards*
Operating Procedure 830.5, *Transfers, Institution Reassignments*
Operating Procedure 830.6, *Offender Keep Separate Management*
Operating Procedure 851.1, *Visiting Privileges*
Operating Procedure 861.1, *Offender Discipline, Institutions*
Operating Procedure 866.3, *Offender Legal Access*

ATTACHMENTS

Attachment 1, *Restorative Housing Operating Level Designation*

FORM CITATIONS

Mental Health and Wellness Services Screening 730_F12
Personal Property Request - Add/Drop 802_F1
Responsible Behavior Goals Progress Report 841_F22